

Paperwork/Forms for Documenting Crisis

Initial Response Plan:

- Used for crisis assessment/response in acute crisis situation
- Used for newer clients who have never had a crisis plan
- Used for clients with a crisis plan but have risen to a high level of acuity that is not controlled by the interventions in the crisis plan
- Clinician sign-off within 14 days of completion of form, reviewed monthly

Crisis Plan:

- Developed following an acute crisis (after completion of the “Initial Contact” form)
- Developed for those who are at risk for crisis in lieu of an “Initial Contact” form
- Used for documenting crisis stabilization plan
- Clinician sign-off within 14 days of completion of form—reviewed every 6 months

Service Notes:

- Used for documenting responses identified in the crisis plan
- Used for documenting follow-up after “Response Plan” (crisis incident)
- Used to document need for ongoing Crisis Stabilization weekly
- Documentation must reflect and be linked to the “Crisis Plan” or “Response Plan” form
- Signed off on at the time of the documentation